

JOB ANNOUNCEMENT

Child Labor Inspector

AGENCY: Indiana Department of Labor
JOB POSTING ID: 609268
APPLY BEFORE: June 22, 2017
LOCATION: Columbus / Southern Region
HIRE SALARY: \$26,702
TO APPLY: <http://www.in.gov/spd/2333.htm>

JOB DESCRIPTION

The Child Labor Inspector serves to investigate claims of Child Labor Law violations at Indiana businesses where minors are predominately present. In addition to inspections following complaints, the Child Labor Inspector must also conduct both targeted and random inspections of workplaces, payroll records, etc. The Inspector will also serve as an educational resource to all firms, schools or individuals who request Child Labor Law training or consulting.

All levels of the incumbent's work have direct ramifications of the Indiana Department of Labor, more specifically the Bureau of Child Labor, as the number one priority of the Bureau of Child Labor is to keep workplaces safe for young workers.

RESPONSIBILITIES:

- Conduct thorough investigations of workplace conditions, often where minors are employed, to identify any safety hazards or violation of child labor laws;
- Audit time-card entry, payroll data and personnel records;
- Work with workplace management to gather information and/or to resolve issues and/or violations;
- Issue violations as appropriate, re-inspect businesses with violations to ensure abatement, escalate unabated violations to the penalty stage;
- Track all inspection, training, and consulting activities in child labor database;
- Provide individual or group training and consulting to businesses on child labor laws and/or issues;
- Provide training and outreach services to Indiana middle and high schools on child labor laws and/or issues;
- Provide assistance to school work permit officers on regulations and online system use and issues;
- Complete accurate and timely records and reports related to travel, work schedule and work activities;

- Work with the U.S. Department of Labor to remain abreast of child labor laws and issues.
- Complete other duties, special projects and training as assigned.

PREFERRED EXPERIENCE

- Bachelor's degree preferred or four (4) years work experience in business administration, compliance investigation, labor/industrial relations, project coordination, or related; or accredited college training in a related field may substitute on a year for year basis.
- Working knowledge and the ability to apply State and Federal laws and regulations with respect to Child Labor;
- Excellent verbal, written and presentation skills; ability to speak in a professional and concise manner;
- Ability to effectively work with all levels of an organization and to diffuse difficult customer situations;
- Ability to maintain working cooperative relationships and ability to manage difficult situations with utmost professionalism; ability to maintain confidentiality;
- Ability to analyze procedures and policies and recommend improvements;
- Ability complete assignments within established timeframes or by established due dates;
- Proven skills in organization, prioritization, and follow up;
- Ability to use computer and other assigned equipment;
- Valid Indiana Drivers License and clean driving record.